

INDIANA DEPARTMENT OF LABOR

POLICY:

BuSET TRAINING COURSES

Effective April 1, 2001

Courses

Bureau of Safety Education and Training (BuSET) consultants conduct OSHA 10-Hour and 20-Hour training courses, and other courses related to safety and health, according to the policies set forth in this document, which are subject to change at BuSET's discretion. The 20-Hour courses require an OSHA 10-Hour certification within the previous six months. To efficiently utilize state resources, BuSET will not conduct continuous OSHA 30-Hour courses; however, the timely completion of the OSHA 10-Hour and 20-Hour courses will qualify for an OSHA 30-Hour certification. Sponsorship of each course/seminar will be determined on a case-by-case basis, and sponsors and courses must conform to the policies set forth in this document.

Topics

Subjects to be covered during each OSHA 10-Hour and 20-Hour course are attached in Appendices A and B. BuSET consultants may be available to perform specific training seminars, in relation to an identified hazard, a new or updated standard, or a hazardous industry. Topics and length of the short seminars will vary according to each request.

Length

Each OSHA 10-Hour course will be conducted in a minimum of 10 hours. Each 20-Hour course will be conducted in a minimum of 20 hours. Extra hours for each course will remain at the discretion of BuSET. Other seminars may be conducted based on the sponsor's request.

Scheduling & Priority

The number and timing of general industry and construction OSHA 10-Hour courses conducted by BuSET during the fiscal year will be determined by BuSET.

OSHA 10-Hour courses will be scheduled on a first-come, first-served basis according to written request. Course assignments will be made to consultants or other personnel deemed appropriate by BuSET. Requests for specific consultants will be considered, but BuSET retains the right to conduct courses with personnel deemed appropriate by BuSET.

20-Hour general industry courses, which require attendees to hold an OSHA 10-Hour certification card obtained in the previous six months, will be scheduled four (4) times per year, once per fiscal quarter.* The locations for these courses are as follows:

- Indianapolis area (60-mile radius from I-465)
- Southern Indiana
- Indianapolis area (60-mile radius from I-465)
- Northern Indiana

Sponsorship of the 20-Hour courses will be assigned on a rotating basis, and sponsorship assignments will be made by BuSET.

Special-topic and short seminars will be assigned on a first-come, first-served basis.

* Due to the publication date of this policy, three (3) 20-Hour courses will be conducted in 2001.

Attendee Requirements

For each OSHA 10-Hour course, the sponsor must ensure that no less than twenty (20) attendees are registered three (3) weeks prior to the beginning date of the course, and must confirm this number with the lead BuSET consultant for the course. The sponsor will also confirm, with the lead BuSET consultant, the number of paid attendees one (1) week prior to the beginning date of the course. If the number of attendees falls below twenty (20) one week prior to the course, BuSET reserves the right to cancel their participation in the course. The maximum number of attendees is fifty (50); however, this number may be modified at the BuSET consultant's discretion.

For each 20-Hour course, the sponsor must ensure that no less than thirty (30) attendees are registered three (3) weeks prior to the beginning date of the course, and must confirm this number with the lead BuSET consultant for the course. The sponsor will also confirm, with the lead BuSET consultant, the number of paid attendees one (1) week prior to the beginning date of the course. If the number of attendees falls below thirty (30) one week prior to the course, BuSET reserves the right to cancel their participation in the course. The maximum number of attendees is sixty (60); however, this number may be modified at the BuSET consultant's discretion.

For each short seminar, the sponsor must ensure that no less than fifteen (15) attendees are registered one (1) week prior to the date of the seminar. The sponsor will confirm the number of attendees with the scheduled BuSET consultant one (1) week prior to the date of the seminar, and BuSET reserves the right to cancel their participation in the course if the number of attendees falls below fifteen (15).

General Requirements

The following requirements are mandated by BuSET for sponsorship of a training course that is conducted by BuSET personnel:

The Training Program Sponsor will furnish:

- Appropriate facilities suitable for training, including a room large enough for each attendee to have adequate table space. The room must be equipped with a functional internet connection method, which may consist of an activated phone line or direct connection to an internet service provider. (Please contact the lead consultant assigned to your training course in advance for discussion of this issue.)
- Food and drink, as appropriate, for morning and afternoon breaks
- Lunches, or a listing of eating establishments in the area which will allow attendees to return within one hour
- Large projection screen
- Printed outreach ring binder, with all sections as contained in the BuSET master, and with the sections numbered and tabbed*
- Master may be obtained from BuSET and returned to BuSET

- Copies will be provided by the sponsor
- Occupational Safety and Health Standards Books, subject to the following qualifications:
- Books must contain:
- The entire 29 CFR 1910 or 1926, as appropriate for the course
- 29 CFR 1903 and 29 CFR 1904
- Books must be the current year's edition, as of the date of the course
- One book for each attendee
- Books may be purchased from BuSET at BuSET's current pricing, or from outside sources.
- Highlighter pen for each attendee
- Pen or pencil for each attendee
- Note paper tablet for each attendee
- Name card or name tag for each attendee
- TV and VCR (if applicable)

* Not required for attendees to a 20-Hour course who previously attended an OSHA 10-Hour course. Attendees are requested to bring materials previously obtained at the OSHA 10-Hour course, or they must purchase new materials.

The Training Program Sponsor will:

- Make the training course available to personnel outside the confines of the sponsoring company or organization
- Provide notice to the BuSET trainers of the course schedule and assigned topics, in advance of the course
- Provide an agenda of the course to attendees
- Create and mail program advertisement fliers (if applicable)
- Ensure that the mandated number of attendees is met
- Collect all fees assessed by the sponsor
- Mail all certificates of completion and OSHA cards to attendees
- Allow BuSET to post the training program on their website
- Make miscellaneous copies of documents used in the course
- Sign BuSET's Training Courses Policy sponsor agreement
- Utilize all training material and supplies as deemed appropriate by BuSET.

In addition to these requirements set forth for the training program sponsors, BuSET will abide by the following requirements:

BuSET will:

- Provide instructors, at BuSET's discretion
- Provide an OSHA card and certificate of completion for each 10-Hour and 20-Hour course attendee who has attended all required portions of the specified course, and one certificate per company per company location. Exception: The sponsor may distribute the cards and certificates; however, the cards and certificates shall not be issued prior to the attendees' completion of the course.
- Mail the cards and certificates to the sponsor for distribution
- Ensure that the topics outlined in the appendices to this policy are covered appropriately
- Maintain a database of scheduled training courses
- Provide a method of evaluation of its instructors for each OSHA 10-Hour, 20-Hour, and 30-Hour course

- Distribute BuSET publications as deemed appropriate by BuSET.

BuSET will furnish:

- Instructors
- Computer
- Projector
- An evaluation worksheet for each attendee.